



Lost Lake Utility District

Special Meeting Minutes

404 Lake Court, Dixon IL at 6:00 PM

January 29, 2024

Trustees Present: Cheri Kemp, Chair; Hal Warren, Vice Chair; Joe Bajko, Trustee; Ray Ford, Trustee; Anne Harms, Trustee; Rick Reardon, Trustee; Amy Spelde, Trustee

Trustees Absent: None

- I. **Call to Order and Roll Call:** Cheri Kemp called the meeting to order at 6:00 pm.
- II. **Pledge of Allegiance**
- III. **Approval of the Agenda:** Joe made a motion to approve the agenda, and Hal seconded the motion. The Agenda was approved by unanimous vote. [01.29.24-1]
- IV. **Discuss Employee Matters - 5 ILCS 120/2(c)(1-2)**

The Trustees discussed proposed job duties and prospective pay for a part-time employee to fill the position being vacated by Chad Judd, Certified Operator.

 - Essential Job Duties that can be provided by a non-licensed person have been identified and will be posted for the part-time job opening.
 - Part-time hours have been estimated at 15 hours per week: 5 days per week at 3 hours per day.
 - Part-time pay has been estimated at \$22 per hour for a non-certified employee.
 - LLUD will contract with Test, Inc. to complete IEPA required reporting for \$600 per month.
 - Ehmen Plumbing and Chana Excavating will coordinate main break repairs. Hal and Cheri will meet with these two contractors to facilitate procedures in the event of a main break.
 - Job posting will be completed by our Office Manager: Sauk Valley News, Ogle County Life, social media sites, links that Chamlin provided, and upcoming mailing with bills. Resumes to be submitted by Feb.16th.
 - Chad would like to keep his phone number. The Board agrees that a new phone number can be issued to the new part-time employee.
 - Our published emergency number will need to change. This will be determined after meeting with Ehmen Plumbing & Chana Excavating.
 - A procedure manual will need to be prepared for our part-time employee.
- V. **Discuss Possible Land Transaction - 5 ILCS 120/2(c)(6)**

The Trustees discussed the parcel of land near the water tower for possible purchase by DC Computers to install a 160-foot cell tower. Research shows the parcel is part of the Lost Lake POA, therefore subject to POA rules for use. This subject will be researched further. If the land is purchased by DC Computers, it will fall under the POA governance which does not allow for the construction of anything except a home on an empty lot. A possible option would be for the LLUD to lease the land to DC Computers, since the LLUD does not fall under POA governance. Options will be discussed with DC Computers.
- VI. **Adjournment:** Rick made a motion to adjourn the meeting at 6:43 pm and Joe seconded the motion. The motion was approved by unanimous vote. [01.29.24-2]

Next Regular Meeting: February 20, 2024 at 6:00 pm

Motion List:

1. Approval of the Agenda: Joe made a motion to approve the agenda, and Hal seconded the motion. The Agenda was approved by unanimous vote. [01.29.24-1]
2. Adjournment: Rick made a motion to adjourn the meeting at 6:43 pm and Joe seconded the motion. The motion was approved by unanimous vote. [01.29.24-2]